



THE OLAO ACQUISITION NEWSLETTER

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(DELPRO HELPLINE 301-496-0400 & PURCHASE CARD HELPLINE 301-435-6606)

CY2005/Q1

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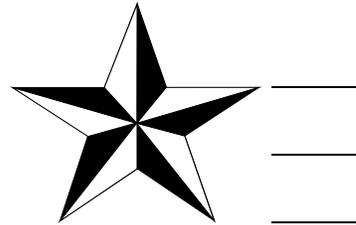
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2005 NIH SIMPLIFIED ACQUISITION TRAINING SYMPOSIUM

The symposium will be held on April 13-14 at the National 4-H Conference Center, 7100 Connecticut Avenue, Chevy Chase, MD. On-line registration is required for attendance.

On-line Registration is available at <http://www.olao.od.nih.gov> under the Featured Spotlight or under Training, Acquisition Training, NIH Simplified Acquisition Courses. On-line registration has been extended through March 25th. This year's theme for the Symposium is "**New Horizons in Acquisitions**"

There will be presentations on what is happening with the Administrative Restructuring Advisory Committee (ARAC), New Business Systems (NBS), and the Departmental Contractor Information System (DCIS). Awards will also be presented for Excellence in Purchasing for 2004. There will also be a Panel Discussion regarding DELPRO, Purchase Cards, Blanket Purchase Agreements (BPAs) and Specifications.

So join us for two (2) exciting and informative days of information on what is on the Acquisition horizon.

Topics and suggestions for the Panel Discussion are still being accepted. Please contact Sue Kaminski on 301-496-4543 with your questions or concerns._____

HIGHLIGHTS **OF THE MONTH**

NEWLY IMPLEMENTED POLICY **ON APPROPRIATED FUNDS TO** **PURCHASE KITCHEN** **APPLIANCES**

A recent GAO decision was released which revised the previous policy on the use of appropriated funds to procure kitchen appliances which were long considered personal in nature.

NIH Office of Acquisition Management and Policy has developed an internal policy for acquiring kitchen appliances.

It is important that the appliances purchased with appropriated funds be located only in common areas where they are available for use by all personnel and are not reserved for the sole use of an individual.

Use of appropriated funds to furnish goods, such as the coffee itself or microwavable foods, is "not" authorized. These remain costs each employee is expected to bear.

The acquisition file must justify the purchase of the appliances by identifying the benefit to the Government. Further, it must document that the requested equipment meets the minimum necessary to support the intended users.

The IC's Executive Officer or designee (delegable to no more than one level below) must concur with the justification. The individual responsible for ordering the

equipment cannot begin the acquisition process without written evidence of the IC Executive Officer's (or designee's) concurrence.

If you have any questions regarding these changes, you may contact the Purchase Card Helpline on 301-435-6606 or the Simplified Acquisition Helpline on 301-496-0400.

CONSOLIDATION OF THE SMALL **BUSINESS PROGRAM OFFICES**

Effective October 1, 2004, the Executive Management within our Department of Health and Human Services Small Business Program Offices consolidated the OPDIVs small business functions. The consolidation aligned the Small Business Specialists (SBS) under the OSDDBU Director, Ms. Debbie Ridgely and placed the SBO outside of the acquisition chain. The SBS remain co-located with the OPDIVs providing the essential support and unified voice to the acquisition and program office personnel. For further information, you may contact the NIH Small Business Program Office at (301) 496-9639 or the OSDDBU Director's office at (202) 690-7235.

CENTRAL CONTRACT **REGISTRATION**

This is a follow up to ensure that Purchasing Agents in the Centralized/Decentralized Offices are notifying vendors that they must register in the Central Contractor Registration (CCR) system. Purchasing Agents are required to verify that vendors are registered in the CCR prior to issuing a purchase order. You "do not" need to notify or verify BPA vendors or vendors being paid by the purchase card. BPA vendor registration is part of the BPA establishment and renewal process. Vendors being paid by the purchase card are exempt from the CCR requirement. Professional Service Orders do not require registration in the CCR until the individual has been awarded (6) orders. Purchasing Agents must verify that

vendors are registered in the CCR prior to issuing the order. Go to www.ccr.gov. Under the Government Arena tab, there are prompts to direct you. Sample instructions that Purchasing Agents can send to vendors to notify them about CCR registration can be obtained by calling the BPA Helpline on 301-496-5212 or the DELPRO Helpline on 301-496-0400.

FRAUD ALERT REMINDER

Please “do not” respond to any messages from outside sources that are requesting Purchase Card account information. The NIH Purchase Card Program Office and the US Bank will not send these types of messages to the NIH Purchase Card community. In the future, if you receive any messages regarding account information that you are unsure about please forward them to Creditcard@od.nih.gov or Help,Creditcard on the global email listing. Also, please send a copy to the US Bank Fraud Department at help@usbank.com.

ARRIVALS

We are pleased to announce that Robert Christopher has been selected as the new Chief, Acquisition Services and Review Branch. Mr. Christopher has an extensive background in acquisition. Recently he held the position as Branch Chief of the AE Construction Branch, Division of Real Property Acquisition Services, Office of Research Facilities Development and Operations (ORFDO). He has also worked as a Contract Specialist, Procurement Analyst and Supervisory Contracting Officer at other government agencies.

Please join us in welcoming Mr. Christopher to OLAO. He can be reached on 301-451-2612

SYNOPSIS WAIVER HAS BEEN EXTENDED

The Synopsis Waiver has been extended for (6) months, which began October 1, 2004. As you recall, the Pilot Program allows the waiver of the synopsis requirements under FAR 5.2, provided:

- a) the acquisition is for services (excluding those exempted from set-asides under the SB Demo Program) in amounts over \$25,000 but not exceeding the SAT (currently \$100,000), of which supply items are expected to constitute less than 20 percent of the total value of the contract;
- b) the acquisition will be set aside for small businesses;
- c) quotes or offers will be solicited, though not necessarily received, from a minimum of five small business concerns, if possible;
- d) SBA's PRO-Net (now CCR) may be used to identify a minimum of five small businesses, which will include, if available, at least one small disadvantaged business and one women-owned firm; and
- e) if practicable, two sources not included in the previous solicitation for the same services will be solicited.

FREEDOM OF INFORMATION ACT (FOIA) REQUESTS

Freedom of Information Act (FOIA) requests must be answered within a very short, Congressionally mandated time frame, so it is crucial to begin processing a request as soon as one is received. Since, the National Institutes of Health is a decentralized organization, each Institute and Center (IC), as well as many Office of Director offices, have their own FOIA Coordinators who handle the processing of FOIA requests. In many larger ICs, other individuals also may be involved in the FOIA process. Please consult the NIH FOIA website at <http://www.nih.gov/icd/od/foia> for further details and a list of the respective NIH IC Coordinators.

Medical Equipment Maintenance Contract

There is an NIH Wide Laboratory Freezer Maintenance Contract available through MEMCO – **263-2004-D-00009**

The contract offers three different maintenance agreement types:

- (1) For Laboratory freezers that are 15 years and older with a range of -60 to -100 degrees
- (2) For Laboratory freezers that are 15 years and older with a range of -100 to -150 degrees
- (3) For Laboratory freezers that provide 2 each preventative maintenance inspections per year and unlimited emergency service 24/7. Parts are included.

MEMCO is located in Rockville, MD (301) 881-2393.

For all general questions please contact Laura Dougherty on 301-496-5551.

Select Staffing Services

Recently, our office learned that Select Staffing Services (BPA #50961) is no longer in business. Select Staffing Services held a BPA with the NIH but as of February 15, 2005 the BPA was discontinued.

If anyone receives any invoices from Select Staffing Services for payment that are correct in accordance with the information, terms, and conditions of the contract and task order, you should go ahead and process them for payment as normal. Payments should continue to be made for work properly accomplished in accordance with the procedures in the schedule contract.

The BPA Program has several others BPAs with GSA vendors for temporary services for future use. For a list of companies please refer to the most current BPA listing <http://silk.nih.gov/public/AQF1SSL.@www.bpa.rep.ort.dsncc> under "Office Support Services/Temporary Help".

LEVEL 1 PACKAGES FOR APRIL

The next Level 1 Certification Board will meet towards the end of April 2005. Please submit your package early to your IC Coordinator so that your IC Coordinator can forward your package to Annette Romanesk, 6011 Executive Blvd., Room 547H by April 11, 2005.

KNOWLEDGE IS POWER

1. Splitting orders continually or cumulative offenses may result in a reduction of Delegated Acquisition Authority.

TRUE FALSE

2. Potential vendors for BPAs cannot be suggested by anyone other than the BPA program office.

TRUE FALSE

3. Purchase Card Training is not only mandatory but another form of acquisition training that is used to reinforce simplified acquisition guidance.

TRUE FALSE

4. Once you dispute a charge in the ADB you've done all you need to do as a cardholder.

TRUE FALSE

5. Purchases made with the NIH Purchase Card that exceed \$2,500 are required to have (3) sources.

TRUE FALSE_____

Answers may be found at the end of the newsletter

THE FOLLOWING BPAs HAVE RECENTLY BEEN ESTABLISHED:

#61437 - VIP Express - for courier service

#61634 - Denville Scientific - for laboratory supplies and equipment

#61661 - Medical Connection - for laboratory supplies, repair and equipment

#60654 - Ruppel Productions Inc - for IT services and audiovisual supplies

#60666 - Laser Printers Plus - for copier and IT supplies and repair

#60642 - Express Personnel Services

#60718 - Universal Systems & Technology - for IT services

#60693 - MSC Industrial Supply - for hardware, tools and electrical supplies

#60706 - The Promotouch Inc - for promotional items and instruments

#60760 - Corporate Office Solutions - for office supplies and equipment

#60745 - Art & Negative Graphics - for printing services

#60772 - Valley National Gases - for gases

#60784 - Gamma Irradiator Service - for scientific repair and equipment

#60796 - Pointe Technology Group - for IT services

#60457 - Caddo Office Products - for office and IT supplies

#60851 - Gensa Corp - for IT services

#60890 - Quick Beam Convergence - for consultation and training services

#60887 - LS Scientific/KSE Scientific - for laboratory supplies

#60915 - Teltek Systems - for IT software and services

#60927 - Planit Advertising - for advertising services

#60930 - S&S Graphics - for printing services

#60942 - Prime Transportation Services - for transportation services

#60993 - Spectrum Solutions - for IT services

#60981 - EEC, Inc - for environmental services

#61010 - ETI Professionals Inc - for IT services

#61007 - Indofine Chemical - for chemicals

#61058 - American Herbal Pharmacopoeia - for testing services and chemicals, compounds

#61073 - Technology Distribution Network - for IT hardware

#61061 - Takara Mirus Bio - for biological materials

#61152 - Advanced Botanical Consulting - for testing services

#61164 - Edizen - for training and consulting services _____

THE FOLLOWING BPAs HAVE RECENTLY BEEN DISCONTINUED:

#59152 - Apogent/Matrix Technologies

#59310 - Cybrdi Inc

#59425 - Deskmate Office Products

#59373 - Fast Systems Inc

#60681 - Infotech Associates

#57086 - Insta-Print

#56916 - Pioneer Press
#51183 - Rieger Communications
#47315 - VIP Express
#58200 - Advanced Information Services
#55103 - Air Cleaning Technologies
#51235 - Allen Photo Service
#57098 - Alphagraphics
#57256 - Amdex Corp
#48543 - Government Micro Resources
#56837 - KC Group
#58015 - The Stellar Corporation
#59397 - Thomas Broad
#46832 - Titanic Controls
#52060 - Uniforms Manufacturing
#58133 - Visual Soft
#59294 - Zerone Inc
#59385 - Acela Technologies
#59488 - Imatek Inc
#55257 - Integrated Digital Systems
#59307 - Naab & Company
#53716 - TBW/Spectrum
#59361 - York Graphic Services
#41696 - Denville Scientific
#51120 - Dunhill Staffing
#57323 - Fontana Lithograph
#44703 - Medical Connection
#59543 - Baron Advertising
#57414 - Converganz
#57441 - Economy Maintenance
#46192 - National Supply of Springfield
#53976 - Powerhouse Tool
#59582 - Temporary Solutions
#59788 - Accounting Principals
#55675 - BCE Corporation
#51953 - Bethesda Auto Parts
#59946 - Konica Minolta Business
#54083 - Life Sciences Inc

AVAILABLE TRAINING AND SEMINARS

2635

Purchase Card Processing System

The Purchase Card Log can be generated electronically through the ADB. This half-day course introduces electronic Purchase Logs and the reconciliation process with hands-on exercises in the ADB. Students will create and reconcile an electronic Purchase Log in the ADB. This training is for current NIH Purchase Card holders who wish to create and reconcile electronic purchase logs using the ADB.

Course Date	Times	Location	Cost	Cancellation Deadline
Apr 7, 2005	8:30am - 11:30am	EPS	\$265	Mar 6, 2005
Jun 9, 2005	8:30am - 11:30am	EPS	\$265	May 8, 2005
Aug 11, 2005	8:30am - 11:30am	EPS	\$265	July 10, 2005

2607

Simplified Acquisitions Refresher (2 classes each day)

This class will focus on changes and updates to Simplified Acquisition procedures, purchasing mechanisms, the ordering process, and the role and responsibilities of the Purchasers and Approving Officials. The Delegated Acquisition (DELPRO) Reference Guide will be used. The audience is Administrative Officers/Approving Officials who have successfully completed the mandatory 4 day Delegated Acquisition Training course more than 2 years ago and feel they could benefit from an update course specifically designed to emphasize Approving Official's responsibilities.

Course Date	Times	Location	Cost	Cancellation Deadline
Apr 4, 2005	8:30am - 11:30am	EPS	\$265	Mar 3, 2005
Jun 8, 2005	8:30am - 11:30am	EPS	\$265	May 7, 2005
Aug 8, 2005	8:30am - 11:30am	EPS	\$265	Jul 7, 2005

2636

Mandatory Purchase Card Training

This course introduces the NIH Purchase Card, Purchase Logs and reconciliation process. Students will learn cardholder and card approving official responsibilities, uses and limitations of the purchase card, ordering procedures, implementation and maintenance of Purchase Logs, and the reconciliation process. As part of the reconciliation process, the proper use of the ADB Purchase Card will be explained. The class consists of lecture and hands-on exercises with the ADB Purchase Log and reconciliation process.

This course is mandatory for all NIH employees who wish to become Purchase Card Approving Officials or Cardholders. It is also recommended as refresher training for current cardholders or card approving officials.

For more information, or to register, please contact the Human Resource Development Division on 496-6211 or visit the website <http://learningsource.od.nih.gov>

Course Date	Times	Location	Cost	Cancellation Deadline
May 9, 2005	8:30am - 4:30pm	EPS	\$292	Apr 8, 2005
Jun 7, 2005	8:30am - 4:30pm	EPS	\$292	May 6, 2005
Jul 18, 2005	8:30am - 4:30pm	EPS	\$292	Jun 17, 2005
Aug 9, 2005	8:30am - 4:30pm	EPS	\$292	Jul 8, 2005

Mandatory DELPRO Procurement Training

The Delegated Acquisition Training Program and advanced acquisition seminars listed below are mandatory for Purchasing Agents, Approving Officials, Ordering Officials, and Procurement Officials with DELPRO authority. Failure to complete these seminars may result in loss of authority for DELPRO purchasing

**2609
Federal Supply Schedules**

Course Date	Times	Location	Cost	Cancellation Deadline
Mar 17, 2005	9:00am - 12:00pm	EPS	\$245	Feb 16, 2005

**2610
Consolidated Purchasing Through Contracts**

Course Date	Times	Location	Cost	Cancellation Deadline
Mar 17, 2005	1:00pm - 12:00pm	EPS	\$245	Feb 16, 2005

2611
Buying from Businesses on the Open Market

Currently, there are no scheduled sessions of this course

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2617
Price Reasonableness in Simplified Acquisitions

Currently, there are no scheduled sessions of this course

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2612
Professional Service Orders

Course Date	Times	Location	Cost	Cancellation Deadline
Jun 6, 2005	8:30am - 11:30am	EPS	\$271	May 5, 2005
Aug 10, 2005	8:30am - 11:30am	EPS	\$271	Jul 9, 2005

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2603
Delegated Acquisition Training Program

This class includes segments on processing FSS best value determinations, on open market requirements at various thresholds, and on each of the DELPRO mechanisms. Information is presented in a clear, logical and practical format. Included are exercises and a "hands-on" segment in which students actually access the ADB.

Course Date	Times	Location	Cost	Cancellation Deadline
May 10, 2005	8:30am - 4:30pm	EPS	\$829	Apr 9, 2005
May 11, 2005	8:30am - 4:30pm			
May 12, 2005	8:30am - 4:30pm			
May 13, 2005	8:30am - 4:30pm			
Jul 19, 2005	8:30am - 4:30pm	EPS	\$829	Jun 18, 2005
Jul 20, 2005	8:30am - 4:30pm			
Jul 21, 2005	8:30am - 4:30pm			
Jul 22, 2005	8:30am - 4:30pm			

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NOTE: Although a cancellation deadline date may have passed, you may still submit a registration form through NIHITS in case an opening occurs. For further information, please contact the Human Resource Development Division on 301-496-6211 or visit website: <http://learningsource.od.nih.gov>

ANSWERS TO KNOWLEDGE IS POWER

1. TRUE - DELEGATED ACQUISITION (DELPRO) REFERENCE GUIDE, PART I 1.13 (A1) PG, I-24
2. FALSE - POTENTIAL VENDORS CAN BE SUGGESTED. CONTACT BPA PROGRAM FOR MORE INFORMATION AT 301-496-5212
3. TRUE - NIH POLICY MANUAL 6013-2 PG 14
4. FALSE - NIH POLICY MANUAL 6013-2 PG 26
5. TRUE - NIH POLICY MANUAL 6013-2 PG 44

THE OLAO ACQUISITION NEWSLETTER

We encourage the ICs to send us any articles they may have related to acquisition so that we can do our best to include your articles in future newsletters.

OLAO invites your comments and suggestion for future articles. Please address all correspondence to the editors Annette Romanesk, RomanesA@od.nih.gov, John Best, BestJ@od.nih.gov, Milton Nicholas, NicholasM@od.nih.gov or Courtney Carter, CarterC@od.nih.gov. If you have any questions or comments regarding the information, policy and or/or procedures published in this issue, you may contact Milton Nicholas at the email address listed. Future issues, contact the DELPRO Helpline on 301-496-0400 and you will be referred to the appropriate area.
